

25 YEAR RE-REVIEW

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28 November 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #48  
22 November through 28 November 19561. SIGNIFICANT ITEMS

*two-week*  
A special ~~five-day~~ *two-week* training course for DD/P personnel concerned with records handling and mass information storage is being held ~~26-28 November~~ *26-27 November*. The presentation began Monday, 26 November, with 19 students from RI, CI Staff, and area divisions. Its purpose is familiarization with the techniques and limitations of electronic data processing. Undertaken at the request of the DD/P, the presentation has been developed under OTR auspices jointly by Mr. [redacted] O/LDP, and Mr. [redacted], IS/OTR. Arrangements have been made in the course for seven industrial representatives to present equipment features and capabilities, and for several Agency representatives to discuss special aspects of data processing in the intelligence field.

2. OTHER ACTIVITIESa. OTR Orientation Officer

(1) On Monday, 26 November, the CIA Introduction was held for 43 people.

(2) Thirty-eight Junior Foreign Service Officers from the Department of State attended the JFSO program which was conducted on Wednesday, 21 November.

(3) The Departmental Briefing was presented on Tuesday, 27 November, for 51 people who represented the Department of State, the Department of the Navy, the Department of the Air Force, USIA, and NSA.

b. Intelligence Orientation

(1) Intelligence Orientation #4 began on Monday, 26 November, with sixty-eight students enrolled.

(2) Training Officers of the Agency were notified by memorandum that the next Intelligence Products Exhibit would be held on Thursday, 6 December. This was necessary because the early date of the Exhibit made notification through the Training Bulletin extremely problematical.

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c. Intelligence Training

(1) Intelligence Techniques #3 started on Monday, 26 November, with 13 students. In addition to nine JOT's, there are two each from OGR and NSA.

(2) Thirteen students completed a special running of the Writing Workshop for FBID on Wednesday, 21 November. This course was well received.

(3) Writing Workshop #10 was completed on Wednesday, 21 November, with eight of the nine students enrolled finishing the course. One student could not complete the course but he will be enrolled in Writing Workshop #11, beginning 2 January 1957.

d. Instructional Techniques

[redacted] of the A & E Staff constructed a new course evaluation form which will be used in evaluation of students of Instructional Techniques.

e. Reading Improvement

(1) [redacted] contacted the designated representatives for the readability of memoranda study from OBI, ONE, ORR, OGR, and OO to acknowledge receipt of the memoranda designating them.

(2) [redacted] briefed the A & E Staff on current teaching methods and measurement problems in reading improvement on Wednesday, 21 November.

f. Administrative Training

Mr. [redacted] is taking the Administrative Phase of Operations Support #23.

g. Clerical Training

(1) During the week of 19 November there were 74 people in Clerical Induction Training.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 19 November were as follows: Of 7 people tested in shorthand, 1 qualified; of 14 people tested in typewriting, 2 qualified.

(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher on 20 November were as follows: Of 5 people tested in shorthand, 2 qualified; of 4 people tested in typewriting, 2 qualified.

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(4) On 13 November Clerical Induction Training began a daily two-hour presentation of English Usage, with one hour devoted to grammar and one hour to punctuation and capitalization.

(5) On 26 November Mrs. [redacted] conducted a 1½ hour class on typing shortcuts at Y Building. There were 28 girls in the group. They appeared to be enthusiastic about the tips presented to make their typing easier.

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#### h. Management Training

Basic Supervision #25, GS 9-11, commenced 26 November with the maximum attendance of 18. (Approximately 25 attempted to enroll for this presentation.) This is an unusually alert, receptive group which has to a greater degree than is typical in this grade range, identified its supervisory problems. Special presentations, some of which are typical of the presentations given to more senior groups, are being planned for this run.

#### i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

#### 3. PERSONNEL NOTES

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a. Mr. [redacted] returned on 26 November from a two months' leave of jury duty and annual leave.

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b. Mrs. [redacted] returned to work on 26 November.

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c. Mrs. [redacted] on TDY to SE, has been ill since 17 November, and will probably be on sick leave for at least another week.

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d. Mrs. [redacted] underwent minor surgery 27 November. She is doing well and expects to return to work in about two weeks.

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[redacted]  
Acting Chief, Intelligence School

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